

**Sponsor/Recipient:**            **Town of Harrietstown**  
   **Mike Kilroy, Town Supervisor and DBELO**  
   **39 Main Street**  
   **Saranac Lake, NY 12983**

**Airport:**                            **Adirondack Regional Airport**

**DBE Program Update:**        **2020-2022**

**Overall Goal**

Anticipated DOT-assisted contracts:

FY-2020	Obstruction Removal (Design/Construction)
FY-2020	Taxiway “B” Rehabilitation (Design)
FY-2020	Runway 5-23 Rehabilitation, Phase I (Construction)
FY-2021	East Ramp Rehabilitation (Construction)
Fy-2021	Runway 5-23 Rehabilitation, Phase II (Construction)
FY-2022	Taxiway “B” Rehabilitation (Construction)
FY-2022	Expand Terminal Apron (Design)

Amount of Goal

The Town of Harrietstown overall goal for federal fiscal years 2020, 2021 and 2022 is 0.2% of the federal financial assistance we will expend in DOT-assisted contracts.

Method

*Market Area* – Counties of Oneida, St. Lawrence, Essex and Clinton.

This market area is based upon the fact that the substantial majority of bidders come from this area (78%) and the substantial majority of contracting dollars (100%) have been expended with firms from this area.

*Step 1 – Establish Base Figure*

- The total number of DBE firms and total number of firms were determined for ten separate trades within the market area. The NAICS codes and respective firm totals for each trade are shown in Table 1. The total available number of DBE firms was determined using the New York State Unified Certification Program (NYSUCP) Disadvantaged Business Enterprise (DBE) Directory. The NAICS codes, trade breakdown, and total number of firms were established from available U.S. Census Bureau Data.

- Based on the anticipated DOT-assisted grants, the dollar breakdown for each trade was estimated (See Table 2). Based on this projection, the estimated proportion of the total grant expenditures was calculated for each trade as shown below.

$$\text{Estimated \% of business for each trade} = \frac{\text{(total \$ per each trade)}}{\text{(total \$ for all grants)}}$$

This calculation is shown in Table 2, and the estimated percent of business for each trade is referenced in Table 1.

- The estimated percent of business for each trade was determined to more accurately correlate the projected grant expenditures within the identified trades versus the available DBE and total firms within each trade. For each trade, the weighted portion of the overall base DBE goal was calculated as follows:

$$\text{Weighted DBE goal} = \text{(estimated \% of business)} * \frac{\text{(total \# of DBE firms)}}{\text{(total \# of firms)}}$$

The weighted portion of the overall goal was calculated for each trade, and then totaled to establish the base DBE goal. The base figure DBE goal is 0.2%. This calculation is summarized in Table 1.

### *Step 2 – Adjustments to Base Figure*

Using the same methodology from Step 1, the DBE percentage for each anticipated DOT-assisted grant was calculated (See the bottom of Table 2). The DBE percentage for each grant was then compared to previously reported DBE goal accomplishments for grants awarded.

We are making no adjustment to the base figure based on past participation for the following reasons:

- Obstruction Removal (Design/Construction) – We have not awarded contracts of a similar nature in recent years.
- Taxiway “B” Rehabilitation (Design) – We awarded a contract of a similar nature in recent years; however, it did not require a DBE goal.
- Runway 5-23 Rehabilitation, Phase I (Construction) - We have not awarded contracts of a similar nature in recent years.
- East Ramp Rehabilitation (Construction) – Only one contract of a similar nature in recent years exceeded its goal.
- Runway 5-23 Rehabilitation, Phase II (Construction) - We have not awarded contracts of a similar nature in recent years.
- Taxiway “B” Rehabilitation (Construction) – Only one contract of a similar nature in recent years exceeded its goal.
- Expand Terminal Apron (Design) – We awarded a contract of a similar nature in recent years; however, it did not require a DBE goal.

We are not aware of any evidence of barriers in fields related to contracting which have affected opportunities for DBEs to form, grow or compete.

No other Step 2 factors were found to be applicable or relevant.

Based on the above analysis, we are proposing to adopt the base figure of 0.2% as our overall goal for federal fiscal years 2020, 2021 and 2022.

We will be consulting with the following groups/organizations to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses and the effects of discrimination on opportunities for DBEs:

1. NYSUCP DBE Directory
2. U.S. Census Bureau
3. NYSDOT, Office of Civil Rights, DBE Supportive Services
4. Plattsburg-North County Chamber of Commerce
5. St. Lawrence County Chamber of Commerce
6. Greater Oneida Chamber of Commerce
7. Saranac Lake Area Chamber of Commerce
8. Empire State Association of Minority Contractors
9. NYS Small Business Development Center
10. NAACP New York State Conference
11. National Council of La Raza
12. NOW – New York State

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

**AIRPORT:** Adirondack Regional

**FEDERAL FISCAL YEAR:** FY2020 through FY2022

**TABLE 1**

2017 NAICS Code	Trade	Estimated % of Business	Airport Market Area								Total No. of DBE Firms	Total No. of Firms	Weighted DBE Goal (see Note 1)	
			Oneida County		Essex County		Clinton County		St. Lawrence County					
			No. of DBE Firms	Total No. of Firms	No. of DBE Firms	Total No. of Firms	No. of DBE Firms	Total No. of Firms	No. of DBE Firms	Total No. of Firms				
236220	Construction of Buildings	0.0%	0	21	0	1	0	12	0	16	0	50	0.0%	
237110	Heavy and Civil Engineering Const.	72.1%	0	3	0	0	0	2	0	3	0	8	0.0%	
238990	Specialty Trade Contractors (Others)	7.2%	0	19	0	1	0	12	0	5	0	37	0.0%	
238110	Concrete Contractors	0.0%	0	14	0	5	0	3	0	3	0	25	0.0%	
238210	Electrical Contractors	5.0%	0	41	0	10	0	12	0	15	0	78	0.0%	
238910	Site Preparation Contractors	0.0%	2	35	0	16	0	8	0	16	2	75	0.0%	
541370	Surveying and Mapping	1.6%	1	7	0	6	0	1	0	5	1	19	0.1%	
541380	Testing Laboratories	0.4%	0	4	0	0	0	3	0	1	0	8	0.0%	
484110	Truck Transportation	2.0%	1	11	0	0	0	13	0	6	1	30	0.1%	
541330	Engineering and Related Services	11.6%	0	37	0	0	0	7	0	6	0	50	0.0%	
<b>Total =</b>		<b>100%</b>									<b>Total Goal (Base Figure) =</b>	<b>4</b>	<b>380</b>	<b>0.2%</b>

Note 1: Weighted DBE Goal = (Estimated % of Business) \* (Total No. of DBE Firms in Market Area) / (Total No. of Firms in Market Area)

**TABLE 2**

Trade	Assumed FY2020 to FY2022 AIP Grants (with estimated dollar breakdown by trade)								Total	Estimated % of Business
	Obstruction Removal (Design/Constr)(2020)	TW B Rehab (Des) (2020)	RW 5-23 Rehab Phase I (Constr) (2020)	E Ramp Rehab (Constr) (2021)	RW 5-23 Rehab Phase II (Constr) (2021)	TW B Rehab (Constr) (2022)	Exp Term Apron (Des) (2022)			
Construction of Buildings									\$0	0.0%
Heavy and Civil Engineering Const.			\$2,150,000	\$725,000	\$2,150,000	\$725,000			\$5,750,000	72.1%
Specialty Trade Contractors (Others)	\$575,000								\$575,000	7.2%
Concrete Contractors									\$0	0.0%
Electrical Contractors			\$100,000	\$100,000	\$100,000	\$100,000			\$400,000	5.0%
Site Preparation Contractors									\$0	0.0%
Surveying and Mapping	\$39,000	\$10,000	\$20,000	\$15,000	\$20,000	\$15,000	\$10,000		\$129,000	1.6%
Testing Laboratories				\$10,000		\$10,000	\$10,000		\$30,000	0.4%
Truck Transportation			\$30,000	\$50,000	\$30,000	\$50,000			\$160,000	2.0%
Engineering and Related Services	\$146,000	\$120,000	\$200,000	\$100,000	\$200,000	\$100,000	\$60,000		\$926,000	11.6%
<b>Total =</b>	<b>\$760,000</b>	<b>\$130,000</b>	<b>\$2,500,000</b>	<b>\$1,000,000</b>	<b>\$2,500,000</b>	<b>\$1,000,000</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$7,970,000</b>	<b>100.0%</b>
DBE % by AIP Grant	0.3%	0.4%	0.1%	0.2%	0.1%	0.2%	0.7%	0.0%	0.2% (Base Figure)	
Adjusted DBE % Based on Past Work (See Note 2)	0.3%	0.4%	0.1%	0.2%	0.1%	0.2%	0.7%	0.0%	<b>0.2%</b> <b>(Adjusted Base Figure)</b>	

Note 2: There is no relevant data available to warrant an adjustment to the DBE % for the anticipated grants.

## **Breakout of Estimated Race-Neutral and Race-Conscious Participation**

The Town of Harrietstown will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. We may use the following race-neutral means to increase DBE participation:

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate DBE, and other small businesses, participation (e.g., unbundling large contracts to make them more accessible to small businesses, requiring or encouraging prime contractors to subcontract portions of work that they might otherwise perform with their own forces);
2. Providing assistance in overcoming limitations such as inability to obtain bonding or financing (e.g. by such means as simplifying the bonding process, reducing bonding requirements, eliminating the impact of surety costs from bids, and providing services to help DBEs, and other small businesses, obtain bonding and financing);
3. Providing technical assistance and other services;
4. Carrying out information and communications programs on contracting procedures and specific contract opportunities (e.g. ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists for bidders; ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors; provision of information in languages other than English, where appropriate);
5. Implementing a supportive services program to develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBEs and other small businesses;
6. Providing services to help DBEs, and other small businesses, improve long-term development, increase opportunities to participate in a variety of kinds of work, handle increasingly significant projects, and achieve eventual self-sufficiency;
7. Establishing a program to assist new, start-up firms, particularly in fields in which DBE participation has historically been low;
8. Ensuring distribution of our DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors; and
9. Assisting DBE's and other small businesses, to develop their capability to utilize emerging technology and conduct business through electronic media.

We estimate that, in meeting our overall goal of 0.2% for federal fiscal years 2020, 2021 and 2022, we will obtain 0 % from race-neutral participation and 0.2% through race-conscious measures.

The following is a summary of the basis of our estimated breakout of race-neutral and race-conscious DBE participation:

We have only exceeded our overall goals once in federal fiscal year 2014. We have not awarded prime contracts to DBEs in recent years. We have no past participation by DBE subcontractors on contracts without goals. In addition, the airport does not administer a local (non-federal) DBE program.

Accordingly, we are estimating that, in meeting our overall goal of 0.2% for federal fiscal years 2020, 2021 and 2022, we will obtain 0 % from race-neutral participation and 0.2% through race-conscious measures.

We will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation and we will track and report race-neutral and race-conscious participation separately. For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to, the following: DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal; DBE participation on a prime contract exceeding a contract goal; and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.